

**Minutes of Meeting
Business Meeting
January 22, 2019
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Bill Brooks, and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Chief Deputy Treasurer Laurie Thomas, Buildings & Grounds (B&G) Director Shawn Riley, Airport Director Steven Kjergaard, Finance Director Dena Darrow, Accounting Supervisor – AP & Spending Lori Shaw, Senior Staff Accountant Melissa Merrifield, Staff Accountant Julina Hildreth, Staff Accountant – Fixed Assets Isaac Ohm, Solid Waste (SW) Director Cathy Mayer, SW Operations Manager John Phillips, KCSO Lieutenant Ryan Higgins, KCSO Lieutenant Scott Maxwell, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Fairgrounds General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson, Fair Board Members Linda Rider and Ken Renner, and Kootenai County Residents Mike Henkoski and Terry Vulles.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Finance Director Dena Darrow led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

12/17/2018	Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.
12/20/2018	Airport Lease Insurance Requirements
01/02/2019	Request for Cancellation of Taxes
01/02/2019	Business Meeting
01/07/2019	Commissioners' Debriefing
01/07/2019	HARSB Update
01/07/2019	Vehicle Fleet Management
01/08/2019	Human Resources Personnel Changes
01/08/2019	Business Meeting
01/07/2019	Community Development Update

Board Actions:

Assessor's Recommended Valuation Amendment/Board of Equalization/AIN Nos. 259271; 338224; 172671; 118821; 169051; 128698; 179864; 138410; 217530; 322545; 336086; 254319; 330102; 327612; 337819; 219728; 145447; 185930; 126249; 205208; 220333; 337714; 137492; 107307.
2018 Board of Equalization Appeals 2018-164 through 2018-237
Treasurer's Monthly Settlements and Statements/December 2018
Treasurer's Monthly Report/December 2018
Approval/Transfer of Vacation Hours/Johnson/KCSO
Service Agreement/Skye HR Consulting/Human Resources

PAF/SCF Report: BOCC Review PP02/Human Resources

BOCC Signatures for Indigent Cases: 1/3/19 through 1/9/19; 1/10/19 through 1/16/19.

Commissioner Bill Brooks moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Leslie Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

D. Payables List (Action):

Commissioner Duncan moved to accept the Payables List for the week of January 14, 2019 through January 18, 2019 in the amount of \$494,873.89, with jury payments of \$942.78. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

E. Changes to the Agenda: There were no changes to the agenda.

F. Public Comment (Discussion): This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Chairman Fillios announced that, in future meetings, public comment would be taken as each agenda item was covered. He said in this meeting, it would be taken as the next item, for reasons of efficiency.

Kootenai County Resident Mike Henkoski introduced himself as an Airport tenant and hangar owner. He asked the Commissioners to consider delaying a vote on the rewritten Rules and Standards listed on the agenda. He acknowledged that they needed to be updated; the current set were written in 1993. However, he pointed out that this had been a contentious issue, with tenants concerned about maintaining their investments. He said he was particularly concerned about the new rules as they applied to helicopters. He asked that the new Commissioners wait until they have had time to hear from all the stakeholders before they make a final decision.

Mr. Henkoski exited the meeting at 2:07 p.m.

G. Action Items:

Award Bid 2019-01/Transfer Trailers/Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board's approval to award Bid 2019-01 for the purchase of transfer trailers to Wilkens Industries of Morris, MN. She remarked that this company had provided SW with their trailers for a number of years and had met all their requirements in this instance. Ms. Mayer said the contract would be for four transfer trailers, for \$377,356.

Commissioner Duncan moved that the Board approve awarding the bid 2019-01 for transfer trailers for Solid Waste, in the amount of \$377,356, to Wilkens Industries. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Award Bid 2019-02/Wheel Loader/Solid Waste

Ms. Mayer requested the Board's approval to award Bid 2019-02 for the purchase of a front loader waste handler for Solid Waste. She reminded the Commissioners that four sealed bids had been received and acknowledged on January 8, 2019. She said two of the bids did not meet the minimum specifications; the other two had minor deviations but were deemed acceptable by her department and by Legal. Ms. Mayer stated that the base bid of \$263,772.25, submitted by Pape Machinery for a John Deere 624L Waste Handler, was the lowest responsive bid. She asked that the Board award the contract to Pape Machinery.

Commissioner Duncan moved that the Board accept the bid of \$263,772.25 from Paper Machinery to Solid Waste for Bid 2019-02. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Ms. Mayer and SW Operations Manager John Phillips exited the meeting at 2:11 p.m.

Adoption/Rules and Standards/Resolution 2019-11/Airport

All three Commissioners voiced general agreement to postpone action on the adoption of the updated Rules and Standards document until they could consult further with all stakeholders.

Airport Director Steven Kjergaard stated he had no objection to delaying action on the updated Rules and Standards. He pointed out that they had reached compromises on most of the items that had concerned the pilots' group. He said the items on which they had not reached agreement were things required by state law or the FAA (Federal

Aviation Administration) on which the Airport could not compromise. Mr. Kjergaard added that the items he thought Mr. Henkoski wanted to discuss were things he felt would open the Airport and the County to a risk of legal liability.

Chairman Fillios said that there were some additional items that needed to be worked through that could not be discussed in open meeting. He asked that a time limit of no more than sixty days be placed on the postponement.

Commissioner Duncan moved that the Board postpone the adoption of the Rules and Standards, Resolution 2019-11, for not more than sixty days to allow the Board to complete their investigations. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Kjergaard exited the meeting at 2:16 p.m.

Memorandum of Understanding/Alive @ 25 Program/Idaho Transportation Department/KCSO

KCSO Lieutenant Ryan Higgins requested the Board's approval for a Memorandum of Understanding between the Idaho Transportation Department's Office of Highway Safety and KCSO for the Alive @ 25 Program. He explained that KCSO taught these driving safety classes targeted at students getting their driver's licenses or young people with moving violations who had not previously participated. Lieutenant Higgins said KCSO would be paid up to \$250 per class for one instructor and \$200 for the second instructor, which would cover the full expense. He stressed that there would be no cost incurred by the County.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding between KCSO and the Alive @ 25 Program. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

KCSO Lieutenants Ryan Higgins and Scott Maxwell exited the meeting at 2:18 p.m.

Memorandum of Understanding/Live Better Idaho Website/Idaho Department of Health & Welfare/Self-Reliance Program/Board of Commissioners

BOCC Communications Manager Nancy Jones requested the Board's approval of a Memorandum of Understanding between the Idaho Department of Health & Welfare and the Kootenai County Board of County Commissioners regarding the Live Better Idaho Website offered by the Self-Reliance Program. She explained that the State of Idaho had undertaken an effort in their 211 program starting several years ago to help

residents find information on services offered by the Department of Health & Welfare. She said the Live Better Idaho Website originated from this, offering information on services beyond health and welfare, such as financial, healthcare, employment and educational guidance. Ms. Jones added that the State requested Kootenai County to become the first northern county to take part. She assured the Commissioners that there would be no cost to the County for participation.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding between the BOCC and Live Better Idaho. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Jones exited the meeting at 2:20 p.m.

Cancellation of Taxes/Public Defender Building/Kutteruf CG Etrux Trustees/Board of Commissioners

Chief Deputy Treasurer Laurie Thomas requested the Board clarify the request for cancellation of taxes related to the Public Defender Building, which the County leases from Kutteruf CG Etrux Trustees. She explained that the item had been on the Request for Cancellation of Taxes meeting on January 2, 2019 and Commissioner Eberlein had questioned cancelling the entire tax bill. She said he questioned whether only the Kootenai County portion of the taxes should be cancelled and the rest of the balance paid. The prior Board chose to refer the question to the new Board for consideration.

Ms. Thomas explained further that the lease stated the County was responsible for the taxes on the property. She said the total tax bill was for \$11,775; if the Commissioners agreed to this request, they would cancel \$2,805, representing Kootenai County's portion of the bill, plus all the accumulated interest, fees and penalties.

Commissioner Duncan moved that the Board waive the \$2,805.55 that represented Kootenai County's portion of the taxes due on the Public Defender's Building, along with the delinquent charge of \$5.74, the interest of \$44.18 and the late fee of \$117.87, leaving a total of \$8,969.75 for the County to pay. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Grant Application/Fairgrounds RV Park Phase III/Idaho Department of Parks & Recreation/Grants Management Office

Fairgrounds General Manager Alexcia Jordan requested the Board's approval for the submission of a grant to Idaho Department of Parks & Recreation for phase three of a three-phased grant begun several years ago. She said the budgeted amount was

\$531,915, of which \$45,000 would be matching funds provided by the Fair Board. She said the project included a bathroom facility, fully accessible showers, sidewalks and paving of the existing RV sites, making the RV Park fully functional. Ms. Jordan added that there would be no impact to the County's Budget. Resource Management Office (RMO) Program Manager Kimberli Riley added that the grant application would be due Friday, January 28, 2019.

Commissioner Duncan moved that the Board approve the grant application for \$486,915 with a committed match of \$45,000 from the Fair Board for the Fairgrounds RV Park Phase III. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Ms. Jordan, Fair Board Chair Jerry Johnson, Fair Board Members Linda Rider and Ken Renner, and Kootenai Resident Terry Vulles exited the meeting at 2:34 p.m.

Resolution 2019-12/Classify Records/Office of Emergency Management

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board's approval of Resolution 2019-12, to classify records that were no longer required.

Commissioner Brooks moved that the Board approve Resolution 2019-12 to classify records no longer required by the Office of Emergency Management. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Resolution 2019-13/Destroy Records/ Office of Emergency Management

Ms. Irish requested the Board's approval of Resolution 2019-13, to destroy the above referenced records.

Commissioner Brooks moved that the Board approve Resolution 2019-13, to destroy the above referenced records. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

BOCC Communications Manager Nancy Jones re-entered the meeting at 2:35 p.m.

Resolution 2019-16/Surplus Equipment/Auditor

Senior Staff Accountant Melissa Merrifield requested the Board's approval of Resolution 2019-16, to declare a photocopier in the Auditor's office as surplus equipment. She said it had no residual value, was 2 years beyond its expected life and had already been replaced. She explained the old copier had been removed when the new one was delivered because it would have cost the County an additional \$200 to have the suppliers make a second trip.

Commissioner Brooks moved that the Board approve Resolution 2019-16, to declare the Auditor's Office outdated photocopier surplus equipment. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

Resolution 2019-17/Hayden Area Regional Sewer Board Appointment/Board of Commissioners

Ms. Jones requested the Board's approval of Resolution 2019-17, which appointed Commissioner Leslie Duncan as the BOCC primary representative and Commissioner Bill Brooks as the secondary representative on the Hayden Area Regional Sewer Board (HARSB).

Commissioner Brooks moved that the Board approve Resolution 2019-17 appointing Commissioner Leslie Duncan as the primary BOCC representative and himself as the secondary representative on the Hayden Area Regional Sewer Board. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

Request for Payment/Buildings & Grounds Budget/Juvenile Justice Center/Auditor

Finance Director Dena Darrow reminded the Commissioners that she had submitted a spreadsheet explaining the circumstances surrounding this request. She explained that when a Capital request was made and the project was not finished within a fiscal year, the unspent money was rolled over into the new budget. She requested the Board's authorization to move funds from the Buildings & Grounds account to that of the Juvenile Justice Center to cover a previously approved bill.

Commissioner Duncan moved that the Board approve the request for payment as described and that the Auditor's Office make the necessary adjustments to allow the invoice to be paid. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

H. Public Comment: There was no additional public comment

I. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
